

Joanne Donovan

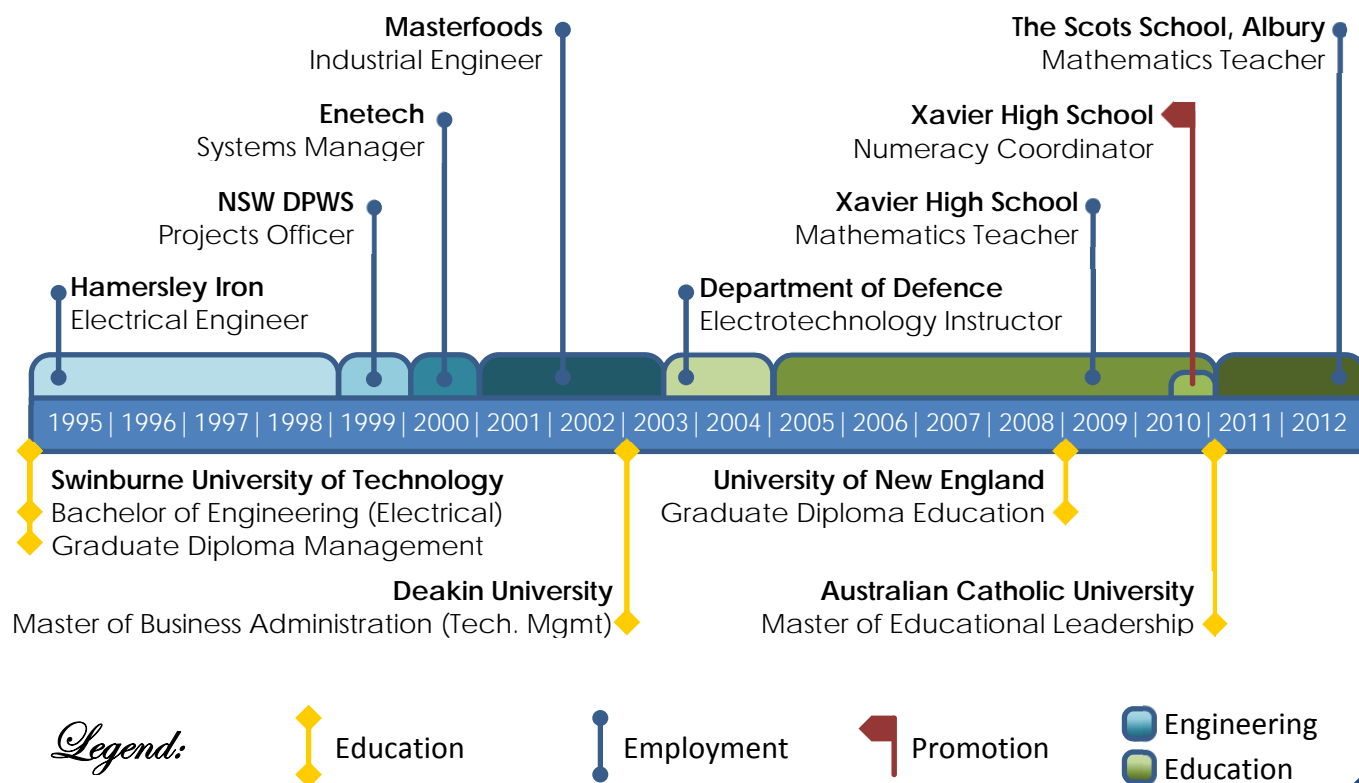
B.Eng.(Elec)., Grad.Dip.(Mgt)., Grad.Dip.Ed., MBA (Tech.Mgt), M.Ed.L'ship.

Career Profile

Mission Statement

I am a passionate educator who is committed to developing creative, cross-curricular learning experiences that enhance the syllabus, engage each student and nurture life-long learning. This includes designing lessons that utilise multiple modes of learning with multiple entry and exit points, enabling all students to maximise their learning opportunities and to achieve. I am dedicated to developing resources to supplement *teaching for understanding*, which are easily integrated into the classroom environment, and that utilise technology to engage the new generation of learners. I enthusiastically share my knowledge to support colleagues in their technological endeavours.

Career Summary



Professional Associations

2010 NSW Institute of Teachers Accreditation at Professional Competence

Education & Skills

Qualifications

Date	Qualification	Educational Institution
2011	Master of Educational Leadership	Australian Catholic University
2009	Graduate Diploma in Education	University of New England
2002	Master of Business Administration (Technology Management)	Deakin University
1994	Graduate Diploma in Management	Swinburne University of Technology
1994	Bachelor of Engineering – Electrical (Communications and Electronics)	Swinburne University of Technology

Training and Accreditation:

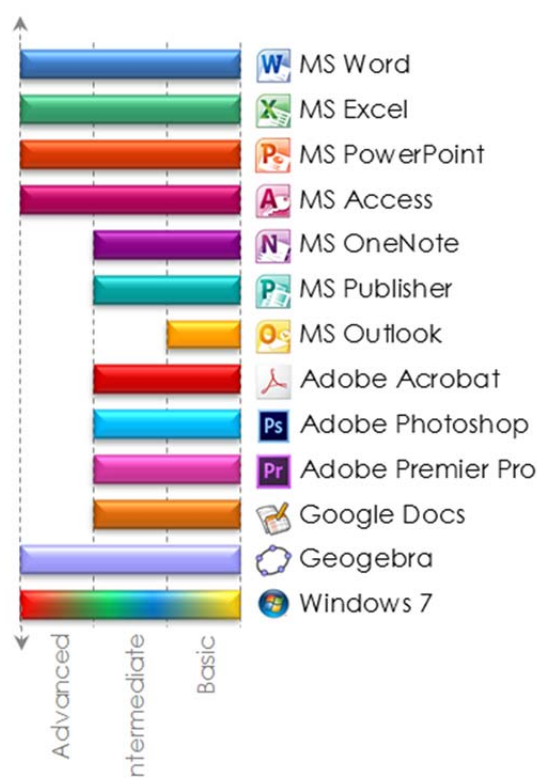
- Cert. IV Assessment & Workplace Training
- Cert. I Information Technology
- Accreditation to Teach in a Catholic School
- First Aid

Key Skills Areas

Professional Skills

- ✓ **Technological Awareness** – I have the knowledge and ability to utilise technology to augment student learning opportunities and teaching effectiveness.
- ✓ **Adaptive Teaching** – I meet changing demands and new challenges in the classroom through flexibility in instructional techniques and incorporating new approaches, ideas, technology, and methods of learning and assessment.
- ✓ **Continuous Improvement** – I proactively seek opportunities to develop and improve the effective use of interactive resources to engage students and enhance their understanding.
- ✓ **Leadership** – I collaborate with teams to share knowledge and understanding through cooperation and negotiation.
- ✓ **Differentiated Instruction** – Sensitive to individual educational and personal needs, I design student-centred lessons taking into account students' abilities and interests, and catering for diverse learning and assessment styles.
- ✓ **Classroom Management** – I promote a positive, cooperative learning environment through clearly defined rights, responsibilities and behavioural expectations, balanced with specific and consistent rewards and consequences.

Computer Skills



Extracurricular Contributions



After School Tuition : 5 yrs



Outdoor Education & Camps : 4 yrs



Chess Team Manager : 2 yrs



U16 Girls Hockey Manager : 1 yr

Employment History

2011 – Current *The Scots School, Albury*

Mathematics Teacher Years 7 – 12

Key Responsibilities:

- Implementation of the NSW Board of Studies 7 to 12 Mathematics curriculums, including assessment and reporting.
 - Developing lesson delivery strategies in accordance with department programmes, ensuring that lessons are flexible as well as differentiated to cater for the various learning styles and needs of each student.
 - Commitment to the continuous improvement of students' Mathematics by being available outside the classroom for students who require further assistance with their class work or homework.
 - Supporting the Mathematics KLA.
 - Developing digital teaching resources for KLA use.
 - Collaborating with KLA staff on program development.
 - Actively contributing to departmental meetings.
- Actively supporting the school's Christian ethos and pastoral programme.
 - Assisting with and participating in School, House and Year Level activities.
- Actively supporting the school community.
 - Designing and implementing *Academic Awards* database for staff use.
 - Providing staff workshops on *Maintenance of Accreditation* and *Techniques to Enhance Voice and Presentation*.
 - Actively participating in *Teachers in Learning Teams* (TILT).
 - Attending school functions – drama and musical performances, the school fair, Christmas carol service.

2010 – 2010 *Xavier High School, Albury*

Numeracy Coordinator

After 5 years at Xavier High School, I was offered the opportunity to take on the Numeracy Coordinator position for 6 months.

Key Responsibilities:

- Promoting and facilitating numeracy across the curriculum.
 - Coordinating *Numeracy Across the Curriculum* staff workshop.
 - Promoting numeracy within the school community – library displays, newsletter puzzles and competitions, staffroom *Maths Joke of the Week*.
- Collaborating with the Learning and Teaching Coordinator to support staff in using technology in the classroom, particularly for literacy and numeracy.
 - Developing *Technology Guides* for staff.
 - Collaborating on literacy and numeracy improvement and assessment strategies, NAPLAN analysis and reporting, *XHS 1to1 Notebook Program*.
 - Developing Year 7 Numeracy pre-test, including analysis and reporting.
 - Setting up of staff professional development resource area.

Mathematics Teacher Years 7 – 12

Key Responsibilities:

- Implementation of the NSW Board of Studies 7 to 12 Mathematics curriculums, including assessment and reporting.
 - ↳ Teaching in an innovative, active and engaging manner.
 - ↳ Creating e-tests for quality assessment and feedback.
 - ↳ Developing a Year 7 program based on interactive investigations and computer assisted learning, without relying on a textbook.
 - ↳ Initiating and collaborating on cross-curricular activities – Year 9 *Monuments* project, Year 8 *Vitruvian Man* \ Ratio topic, Year 7 *Kaleidoscope* \ Symmetry lessons.
 - ↳ Incorporating class projects and activities – Year 11 *Mathivor*, Year 10 guest speakers, Year 9 *Parabola* and *Pi* videos and *Creative Summary* project, Year 7 *Mathematicians* swap cards project.
 - ↳ Commitment to the continuous improvement of students' Mathematics by being available outside the classroom for students who require further assistance with their assignments, class work or homework.
 - ↳ Supporting the Mathematics KLA
 - ↳ Providing technical support with *Geogebra*, *Effofex*, *Maths300*, and *Geometer's Sketchpad*.
 - ↳ Promoting the application of Maths by instigating *Maths Trade Day*.
 - ↳ Promoting the enjoyment of Maths by initiating *Pi Day* celebrations.
 - ↳ Actively contributing to departmental meetings.
 - ↳ Establishing staff noticeboard to promote KLA.
- Actively supporting the school's Catholic ethos and pastoral programme.
 - ↳ Participating in House and pastoral activities.
 - ↳ Assisting with planning and execution of House activities.
 - ↳ Developing cohesiveness within Homeroom through group activities.
 - ↳ Designing House logo and shield.
- Actively supporting the school community.
 - ↳ Providing staff workshops on *Windows 7*, *SMARTBoard*, *ThatQuiz*, *Scootle*, *PowerPoint*, & *Windows Speech Recognition*, including follow up support.
 - ↳ Designing and implementing databases for Coordinator use – *Raising Engagement, Expectation & Student Achievement* (REESA), *Referral Room*, *Sports Awards*.
 - ↳ Designing and implementing spreadsheets for business use – School asset register, KLA photocopying cost allocation and tracking, PDHPE budget.
 - ↳ Supporting staff in setup and use of *Electronic Teachers Chronicle*.
 - ↳ Assisting with timetable optimisation.
 - ↳ Exploring the use of the *School Administration System* for staged behaviour management and tracking of TAS equipment competencies.
 - ↳ Producing library, canteen, yard duty and washroom posters.
 - ↳ Attending school functions – drama and musical performances, discos.

2003 – 2004 *R.M.I.T. University, Bandiana*

Electrotechnology Instructor

Contracted to the Department of Defence (Army) to provide technical and trades training within the Electrical and Electronic Systems Wing (EESW).

Key Responsibilities:

- Development, maintenance and delivery of Cert. III Electrotechnology training.
 - ↳ Development of appropriate lesson delivery strategies in accordance with EESW protocols.
 - ↳ Contribution to EESW programmes through writing a selection of the units of work for use by teaching staff.
 - ↳ Commitment to the continuous improvement of students under my academic care ensuring maintenance of 100% pass rate.

2001 – 2003 *Masterfoods Australia New Zealand, Wodonga*

Industrial Engineer

Masterfoods' Petcare division develops and produces pet food for local and export markets.

Key Responsibilities:

- Recommend and action improvements to plant capacity and reliability, staffing levels, and materials conversion efficiency.
 - ↳ 9% increase in efficiency and in capacity.
 - ↳ 8% decrease in labour & production costs.
 - ↳ Implementation of new process line.
- Coordinate global benchmarking reports for the Asia-Pacific region.
- Manage two engineering staff.

2000 – 2001 *Enetech Pty. Ltd., Albury*

Systems Manager

Enetech is a national electrical contractor providing engineering services to the power and telecommunications industries.

Key Responsibilities:

- Develop and install business information system.
 - ↳ Seamless transfer to SAP information system.
- Office management and accounting.
 - ↳ Integration of GST into business systems.
- Manage four administrative staff.

1999 – 2000

NSW Department of Public Works and Services, Sydney

Projects Officer

The New South Wales Department of Public Works and Services (NSW DPWS), Urgent Repairs and Services Division provides business services to government agencies.

Key Responsibilities:

- Administer current contract.
 - ↳ Development of new Urgent Repairs and Services contract.
- Manage contractor performance issues.
 - ↳ 20% drop in contractor performance issues.
- Resolve contractor \ client disputes.
 - ↳ 100% dispute resolution.
- Manage call centre staff of 12.

1995 – 1999

Hamersley Iron Pty. Ltd., Karratha

Electrical Engineer

Located in the Pilbara region, Hamersley Iron's Port Operations exports iron ore to the global steel industry.

Key Responsibilities:

- Recommend and action engineering improvements to plant rates and reliability.
 - ↳ 23% decrease in equipment load outages.
 - ↳ 12% increase in stockpile capacity.
 - ↳ Site preparation for Y2K.
 - ↳ Implement switchgear maintenance plan.
 - ↳ Implement marine monitoring system.